

## POLICY-PROCEDURE MANUAL

### TITLE: AIRPORT TRANSPORTATION SUBSIDY PROGRAM Policy A-18

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
Kiona Enders Director of Corporate Administration	Council	January 3, 2023

---

The District of Kitimat is assisting eligible individuals and families with the cost of transportation between Kitimat and the Northwest Regional Airport (YXT).

Qualifying passengers travelling between Kitimat and the Northwest Regional Airport by any taxi/shuttle service of their choice pay full fare at time of travel. Upon return passengers may apply for their rebate from the District of Kitimat.

#### Qualifications for Reimbursement:

To qualify a passenger must be a resident of Kitimat and:

- 1) Be 60 years of age or older;
- 2) Be a person with disabilities, and a caregiver (if applicable); or
- 3) Qualify under the District of Kitimat's Leisure Access Program.

#### Information Accepted for Reimbursement:

Seniors:

- Transportation Receipts
- Proof of Travel, Age, and Residency

Persons with Disabilities

- Transportation Receipts\*
- Proof of Travel and Residency\*
- Leisure Service Access Recreation Card

**\*Required for reimbursement of caregiver**

Economically Challenged

- Transportation Receipts
- Proof of Travel and Residency
- Leisure Service Access Recreation Card

**TITLE: AIRPORT TRANSPORTATION SUBSIDY PROGRAM**

Reimbursement Limits:

Fares shall be reimbursed at 80% of the rate charged by the transportation service.

No reimbursement is available if any of the passengers on the trip do not qualify for reimbursement.

Passengers must arrange their own transportation.

The District of Kitimat does not provide an advance of the subsidy.

Passengers must pay the shuttle / taxi directly. The District of Kitimat does not directly reimburse the transportation provider.

The Airport Transportation Program Subsidy Policy will be reviewed by Council every three (3) years.